

## How to become a Life Planner

Thank you for your interest in becoming a Life Planner for the SC Department of Disabilities & Special Needs. It is part of our ongoing efforts to provide Person-Centered planning and to support people in making life goals realities.

DDSN is the state agency that provides services to South Carolinians with severe, lifelong disabilities to include mental retardation and related disabilities, autism, traumatic brain injury, spinal cord injury, and similar disabilities.

We deliver services through a statewide network of local Disabilities and Special Needs (DSN) Boards and other qualified providers. Life planning services available through DDSN can only be provided by individuals who meet state and DDSN requirements for quality and safety. Individuals who wish to provide these services to people served by DDSN must complete competency training and be approved for DDSN's Qualified Life Planners list. Applications must be submitted through the SC Budget and Control Board's Material's Management Office (MMO).

Steps to becoming a Life Planner:

1. Contact Anne McLean, DDSN's Director of the Office of Advocacy & Support Services to express your interest in becoming a Life Planner via email [amclean@ddsn.sc.gov](mailto:amclean@ddsn.sc.gov), telephone (803) 898-9614 or toll free 1-888-376-4636. Each interested party will be put on a waiting list for training and will be notified of ongoing trainings as they become available.
2. Participate in Life Plan Training through USC's Center for Disability Resources. Two full days of training are required as well as some online training and homework. One sample plan must be led for an individual receiving DDSN services under the observation of CDR staff or videotaped for observation along with a plan write-up.
3. Once the training criteria has been completed and met, DDSN staff will contact the prospective Life Planner. The Request for Proposal 5400000505 is then ready for completion. Proposal number 5400000505 must be typed in as the solicitation number then select "both" for the solicitation status to locate the correct RFP. [Click here to view and obtain a copy](#). Within the form, the instructions are listed for how to submit an application and the quarterly deadlines for applications. Questions can be emailed to Mr. Chris Manos @ [CManos@mmo.sc.gov](mailto:CManos@mmo.sc.gov)
4. MMO will review the RFP and forward it to DDSN for review. Once MMO and DDSN concur on approval, MMO will forward written confirmation to DDSN that the contract is officially approved and the new Life Planner will be notified.
5. DDSN will provide the approved Life Planner with a vendor and purchase order number and the Life Planner's name and contact information will be added to DDSN's list of Qualified Life Planners. All required approval and payment forms will be forwarded to the Life Planner so that services can begin.

Thank you for your interest in becoming a Life Planner. Please contact Anne McLean with questions regarding this process using the contact information previously listed.